



OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM 2006-005

Date: November 20, 2006

To: All Governor's Office of Homeland Security (OHS) Subgrantees

From: Grants Management

RE: State Administrative Agency (SAA) Extensions

The Governor's Office of Homeland Security (OHS) is the State Administrative Agency (SAA) for homeland security grants awarded to California by the United States Department of Homeland Security (US DHS), Office of Grants and Training (G&T). Several of the grants administered by OHS have balances remaining as the federal performance period expiration date approaches.

OHS has been working diligently over the last several months to secure extensions of the federal performance period on these grants. In order to secure performance period extensions, OHS has been required by G&T to submit details on exactly how the funds remaining would be expended if extensions were granted to the SAA. One component of the details submitted has been the disencumbrance and reallocation process first set forth in Grant Management Memorandum 2006-001 issued May 15, 2006. Another component is a policy of approving extensions to subgrantees on a case by case basis only.

DHS/G&T has approved extensions for the Governor's Office of Homeland Security, the State Administrative Agency (SAA), for federal grant performance periods as listed below.

IMPORTANT NOTE: There are no "blanket extensions" of grants awarded to subgrantees. The performance periods for subgrantees will be extended on a case by case basis only.

Grant #	Program	NEW SAA Federal Expiration Date	Maximum Extension Date for Subgrantees
2003-TE-TX-0167	FY 03 State Homeland Security Grant Program Part 1	3-31-07	12-31-06
2003-MU-T3-0035	FY 03 State Homeland Security Grant Program Part 2	4-30-07	1-30-07
2003-EU-T3-0023	FY 03 Urban Areas Security Initiative Part 2	6-1-07	3-1-07
2004-GE-T4-0045	FY 04 Homeland Security Grant Program	5-31-07	2-31-07
2004-TU-T4-0014	FY 04 Urban Areas Security Initiative	5-31-07	2-31-07

To accommodate circumstances beyond the control of the subgrantees such as vendor delays or bankruptcy, OHS will be granting 90 day extensions to the federal expiration date above on a case by case basis to allow for final delivery of purchases or performance of services. Extensions due to delays caused by changes in projects initially proposed, especially multiple changes or procurement processes which are excessively burdensome, but locally imposed, will not be granted.

Subgrantees interested in seeking 90 day extensions should submit a written request from an Authorized Agent to their OHS regional representative for each grant, project and the items to be extended within those projects. The request **must be accompanied** by purchase orders, invoices, and/or other relevant documentation indicating that the expenditures or obligations have been incurred. Please work closely with your program representative to insure all of the necessary documentation is **submitted with your request** and adequately documents an eligible justification for an extension. Requests that do not include all the required documentation or information will be returned to the sender.

Once again, these requests will be reviewed and considered on a case-by-case and project-by-project basis only. Not all requests and/or projects within a request will be granted extensions. No new projects will be considered.

For further assistance, please feel free to contact your OHS regional representative.

Sincerely,



Larry M. Davis
Deputy Director
Grants Management